

M e m o r a n d u m

Date: July 14, 2010

To: Cordelia Inspection Facility *Nice*
Attention: Lieutenant ~~M.~~ A. Ferrell

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Cordelia Inspection Facility was conducted on April 22, 2010. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on June 16, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 172 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 48 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	103	59.88%	27.54	28
Telecommunications	36	20.93%	9.63	10
Fleet	1	0.58%	0.27	1
Weapons	32	18.60%	8.56	9
Total	172			48

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 47 of the 48 items were located. One item, a Radiological Survey Meter, was unavailable for inspection due to it being out for service. One of the 47 located items requires a CHP decal. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 12 of the 12 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General through your respective Division by October 14, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Cordelia Inspection Facility

Page 3

July 14, 2010

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Field
Golden Gate Division
Fiscal Management Section
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Cordelia I.F. (366)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Radiological Survey Meter	101693					X	Unavailable, out for service
Scrubber Automatic/Squeege	105284			X			Needs CHP decal

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Cordelia I.F. (366)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1 100358	NEC VERSA 2200C/75	64005367	X					
2 101693	RADIOLOGICAL SURVEY METER	547		X				Unavailable, out for service
3 105284	SCRUBBER AUTOMATIC/SQUEEGE	232002C40P29416					X	Needs CHP decal
4 105369	MACHINE FACSIMILE	01970700262	X					
5 106562	PRINTER LASERJET	USMC015835	X					
6 113281	CAMERA STILL/CASE/LENS	M7HJ758EVHBF	X					
7 116226	CAMERA, DIGITAL/CASE	235737	X					
8 116282	CAMERA DIGITAL	164514	X					
9 123050	PRINTER LASERJET 4100N	USGNJ14086	X					
10 130680	ROUTER	JMX0714L248	X					
11 133625	TELEVISION RECEIVER WITH VCR	A5AA40057	X					
12 139847	PRINTER	CNDXB15093	X					
13 144871	4 HEAD HI-FI VCR	K6IA23402	X					
14 146393	MONITOR RADIATION	221919	X					
15 146394	MONITOR RADIATION	PR236377	X					
16 147555	COMPUTER	2UA6341774	X					
17 148663	COMPUTER	2UA70905DH	X					
18 149795	PRINTER LASERJET	CNRXR12076	X					
19 152214	SERVER	D5N47D1	X					
20 164184	COMPUTER	MXL83209ZL	X					
21 164185	COMPUTER	MXL8320B7C	X					
22 164187	COMPUTER	MXL8320B2G	X					
23 75210	CAMERA 35MM	1196172	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Cordelia I.F. (366)**

ATTACHMENT B

1	100358	NEC VERSA 2200C/75	64005367	X					
24	84308	LINCOLN 4TON FLOOR JACK	J657M12197	X					
25	93476	CAMERA STILL INSTANT PICTURE	K4NJMATTUHBE	X					
26	93616	CAMERA ONE STEP	E1C8877VH	X					
27	AF01220	CAMERA	LZC95057963C	X					
28	XD0241FX	IBM THINKPAD 486/33	97B7CW7	X					
EQUIPMENT TO INVENTORY LIST									
1	116225	CAMERA, DIGITAL/CASE	235736	X					
2	130325	FILE SERVER	D320LDN1J130	X					
3	146392	MONITOR RADIATION	228524	X					
4	147556	COMPUTER	2UA634176W	X					
5	147633	COMPUTER	2UA6341708	X					
6	148679	COMPUTER	2UA70905H6	X					
7	149793	PRINTER LASERJET	CNRXB88106	X					
8	151032	SWITCH	SCAT1119NK0C	X					
9	164456	Uniterruptable Power Sour	AS0820220929	X					
10	164457	Uniterruptable Power Sour	AS0820122505	X					
11	95681	JACK HYDRAULIC 12-TON	51072	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Cordelia I.F. (366)

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1 R64255	Hand-Held Radio	12274		402AWY1594	X					
2 R64909	Hand-Held Radio	18666	MM 09-045	402AWY7476	X					
3 R66487	Hand-Held Radio	13176		402AWY9173	X					
4 R66551	Hand-Held Radio	17145	MM 09-018	402AWY9547	X					
5 R66848	Hand-Held Radio	17171		402AXA4345	X					
6 R67332	Hand-Held Radio	15395		402AXA3544	X					
7 R71736	Battery Charger - Radio				X					
8 R72022	Analyzer/Conditioner - Radio				X					
9 R86734	Telephone System				X					
10 R87164	Battery Charger - Radio	for HT1250			X					
EQUIPMENT TO INVENTORY LIST										
1 R96184	UPS			QB0450138138	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
366	20C0802	4HVD593	COMMANDER VEHICLES	2000	FOR	CRNVIC	365

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

June 2, 2010

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

Department of California Highway Patrol

Complete Area Inventory

366 - Cordelia IF

June 2, 2010

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Ser#

Control#

Comments

Ser#

Control#

Comments

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

Ser#

Control#

Comments

Ser#

Control#

Comments

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

Department of California Highway Patrol

Complete Area Inventory

366 - Cordelia IF

June 2, 2010

Issued to Area/Division: [REDACTED]

[REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

SUPPORTING DOCUMENTATION

REMITTANCE ADVICE

PLEASE FORWARD YOUR PAYMENT TO **OnTrac**
Department# 1664
Los Angeles, CA 90084-1664

ACCOUNT NUMBER	DATE		CURRENT INVOICE DETAIL	AMOUNT
[REDACTED]	4/3/2010		INVOICE NO. 6768616	48.55 (366-0)
PAST DUE			PLEASE INDICATE PAYMENT AMOUNT	

CORDELIA IF APR 15 '10 13:0

Trac
 On Time Delivery For Less

CHP - CORDELIA INSPECTION
 3895 INTERSTATE 80
 PO# 6C070002
 FAIRFIELD CA 94534

ACCOUNT NO.	PAGE
[REDACTED]	1 of 1
DATE	INVOICE NO.
4/3/2010	6768616
TAX ID #98-0066674	
(877) 227-5139	

DETACH HERE TO INSURE PROPER CREDIT PLEASE RETURN THIS STUB WITH YOUR REMITTANCE

FOR BILLING INQUIRIES PLEASE CALL

OnTrac now delivers to Utah!
 Overnight from Reno, 2-day from CA, OR and WA, 3-day from AZ.

Date / SVC	DELIVERY COMPANY	ZIP	POD INFO	REFERENCE #	PKG LBS	TOTAL
Tracking #	DELIVERY ADDRESS	CITY	DEL TIME		LTR SAT	CHARGES
3/12/2010 O 186803837	CHP	95811 SACRAMEN		**ONCALL PICKUP	0 0 1 N	\$0.00
3/12/2010 S B10252975282	CALIFORNIA HIGHWAY PATR 601 N 7TH ST	95811-0208 SACRAMEN	b biag 07:33 AM		1 2 0 N	\$5.50
3/15/2010 O 186937548	OCCUPATIONAL SERVICES, IT	92121 SAN DIEGO		**ONCALL PICKUP	0 0 1 N	\$0.00
3/15/2010 S B10252855072	OCCUPATIONAL SMVICS INI 6397 NANCY RIDGE DR	92121-2247 SAN DIEGO	fdesk file chair 07:41 AM		1 29 0 N	\$43.05
DECLARED VALUE CHARGE: \$24.05						
						Total Charges
						NetBill \$48.55

Invoice Statement

Account: 99696

Invoice: 6768616

Aged Charges	Activity
91 + Days \$0.00	Balance Last Statement \$15.00
61 - 90 Days \$5.00	Other Inv. In Period \$0.00
46 - 60 Days \$0.00	Payments (Thank you) \$0.00
31 - 45 Days \$10.00	Adjustments \$0.00
7 - 30 Days \$0.00	Finance Charges \$0.00
Current Charges \$48.55	New Charges \$48.55
Unapplied Credit \$0.00	
Total Aged Amount \$63.55	Total Amount Due \$63.55

366 - Cordelia Inspection Facility
Approved for Payment
~~Contract #, PO#, X#~~
No Contract
 Signature *[Signature]*
 Date *4/15/10*

S=SUNRISE, G=SUNRISE GOLD (PRIORITY), H=HEAVYWEIGHT, W=SATURDAY DEL, M=MONTHLY CHRGS, C=CALTRAC

INVOICE STATEMENT

PAYMENT DUE ON RECEIPT

**800-334-5000****Call For A Pickup!**Account
Number**B10252855072**

Date

03/05/04 140904**B10252855072**

FROM (Company)

CHP - CORDELIA INSPECTION

Street Address

3895 INTERSTATE 80 Suite

City

FAIRFIELD

State

CA

Zip Code (Required)

94534

Phone Number

(707) 864-5552**PLEASE PRINT IN BLOCK LETTERS with Blue / Black Ink**

TO (Company) WE CANNOT DELIVER TO A P.O. BOX

OCCUPATIONAL SERVICES, INC.

Street Address

6397 NANCY RIDGE DRIVE

Suite #

B SAN DIEGO

State

CA

Zip Code (Required)

92121

Phone Number

858-558-6736

Recipient's Name

Shipper's Ref. #

Service Options

*If no box is checked, Service Service will be applied.
*Minimum charge weight is 300 lbs. - Delivery by 500 P.M.
*Note: delivery times for all services may be later in some areas.
Check service guide or visit our website for details.

- ☒ **SUNRISE - BY 10:30 AM***
☐ **SUNRISE GOLD - BY 8:00 AM***
☐ **HEAVYWEIGHT****
☐ **Saturday Delivery - Extra Charge**
☐ **HOLD FOR PICKUP**
☐ **This shipment requires a delivery signature**
☒ **Declared Value \$**
(maximum \$25,000)

3720.00☐ **C.O.D. Amount \$, Limit \$10,000**
(attach C.O.D. tag to package)**0000****Billing Information**

If none is selected, shipper will be invoiced.

- ☒ **Bill Shipper's Account**
☐ **Bill Other Acct #**

000000**Weight**☐ **8 oz. Letter or****Weight lbs.**
(Subject to verification)

Dim weight charge if greater than actual weight

L in. X W in. X H in.
+200 =

☐ **Secured Payment**
(Money Order or Certified Check)☐ **Unsecured Payment**
(Company Check or Personal Check)

Driver #

1177

Pick-up Time

615

Shipper's Signature

Christopher Wren

Driver's Initials

RC

Shipper's Name

WREN**CUSTOMER COPY - Online Tracking at ontrac.com**